

meetings

Agenda for Area Records Officer Meeting
6 March 1958

- 25X1A9a
1. Introduction and welcome. [REDACTED]
2. Self introduction by each ARO.
3. IRAC meetings scheduled and suggestions for attending. [REDACTED] 25X1A9a
4. External training in Records Management [REDACTED] 25X1A9a
 - a. Records Management Institute
 - b. American University Extension Summer Course.
 - c. ~~AMA Workshop Seminar on Records Retention~~ [REDACTED] 25X1A9a
- 25X1A9a 5. New Herrin-Hall-Marvin Safes [REDACTED] 25X1A9a 25X1A9a
- 25X1A9a 6. ~~Revised Fitness Report~~ [REDACTED] *Re Addition* [REDACTED]
7. Program Promotion 25X1A9a
 - a. Annual Report [REDACTED] 25X1A9a 25X1A9a
 - 25X1A9a b. Support Services Exhibit [REDACTED] 25X1A9a
 - c. Mr. [REDACTED] presentations [REDACTED] 25X1A9a
 - 25X1A9a d. "So you have a space problem" [REDACTED]

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Optional [REDACTED]

 - e. "Partners in Progress" film available from Suggestion Awards Staff.
 - f. Case Studies in Records Retention and Control, Comptroller's Institute of America.
8. Future Meetings [REDACTED] 25X1A9a
 - a. Frequency
 - b. Topics
 - c. Participants